# SEYMOUR ENGINEERING

Civil Engineers and Professional Land Surveyors

SE

925 Tommy Munro Drive, Suite G Biloxi, Mississippi 39532 Phone: 228-385-2350 Fax: 228-385-2353 Toll Free: 888-385-2350

(1/L 10-11-16) Allun

October 10, 2016

Mr. Clovis Reed City Manager City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 38525

Re: East Aloha Drive Access Road Alignment No. 2

Contractor's Pay Request No 2

Dear Mr. Reed:

Enclosed you will find Pay Request No. 2 for the above referenced project. The work has been performed and is acceptable. We recommend to the City of Diamondhead, that Twin L Construction, Inc. be paid the requested amount of \$59,014.00. This amount represents the total work completed and stored thru 10/6/2016 less 5% retainage.

Respectfully submitted,

**SEYMOUR ENGINEERING** 

Sincerely

SEYMOUR ENGINEERING

Roland y. Diay 9.

Roland J. "Joey" Diaz, Jr., P.E. (MS 18669)

Project Engineer

Cc: Mr. Richard Sullivan, Mr. David Rivers, Ms. Jeannie Klein, Ms. Michele Moore

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Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.		NEC'S	Anut Labor	lotary Public:
and belief the work has progressed as indicated, the quality of work is in accorance with th		O day of Oct., Socie	me this	ubscribed ar
the above application, the Engineer certifies to the owner that to the best of their knowledg		County of: HARRISON	MISSISSIPPI	tate of:
In accordance with the Contract Documents, based on on-site observations and the data c	In accordance with the Co	<u>\$</u> ,[0	MANUEL CONSTRUCTION INC.	y: CRACK
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pleted Work \$ 5,082.25	<ul> <li>a. 5 % of Completed Work</li> </ul>			
⊓ation sheet)	(Column G on continuation sheet) 5. RETAINAGE:			
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CONTRACT DATE: AUGUST 16 () CONTRACTOR				
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PERIOD TO: 10/06/16 () OWNER	Æ ACCESS ROAD	EAST ALOHA DRIVE ACCESS ROAD	5000 DIAMOND CIRCLE	(h
APPLICATION NUMBER: #2 Distribution to:	ND NUMBER:	PROJECT NAME AND NUMBER	TO (OWNER): CITY OF DIAMONDHEAD	TO (OWNER
PAGE 1 OF 1 PAGE		LIMENT	APPLICATION AND CERTIFICATE FOR PAYMENT	APPLICATION

ENGINEER:

Date: 10-10-2016

(Attach explanation if amount certified differs from the amount applied for. Initial all figures application and on the continuation sheet that are changed to conform to the amount certifi

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5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

October 11, 2016

Mayor and Council City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525

Dear Councilmembers:

RE: Payments to Professional Grant Management Services, LLC for Grant Administrative Services

Attached for your review and approval are payments to Professional Grant Management Services, LLC in the total amount of \$2,000.00 for August/September 2016 grant administration services as follows:

Tidelands Kayak/Biking Trail

\$1,500.00

Inv. 1012-SMLPC

SMLP (East Aloha Access Road)

\$ 500.00

Inv. 2002-Tide

Thank you for your consideration and approval in this matter.

Sincerely,

Clovis Reed City Manager

CR:jk

attachments



# STATEMENT FOR SERVICES RENDERED

# CITY OF DIAMONDHEAD TIDELANDS KAYAK/BIKING TRAIL GRANT

October 1, 2016

INVOICE NO. # 2002-TIDE

Monthly Administrative Services for August & September, 2016 rendered in Connection with the Tidelands Kayak and Biking Trail Grant.

### Services performed:

#### August, 2016:

Prepared DMR Quarterly Report; Travel to Diamondhead to pick up "Letter of Intent" from POA and Engineering re: Easements 8/16/16; Meeting with Carl Joffe and C. Reed on Easements for Kayak Launch on 8/18/16; Reviewed emails and letters from DMR re: Mr. Randolph's response to City's Permit for Bayou Launch Kayak Site; Prepared Response for City to send to DMR re: Mr. Randolph's Letter

#### September 2016

Responded to emails from Rhonda Price on Grant Agreement for the Boater Access Kayak Launch Project; Conf. Call with Joey Diaz re: Archaeological Survey; Emails between Seymour, City and Culpepper re: MDAH Arch. Survey; Conference Call with Greg Williamson at MS Dept. of Archives re: additional info needed for Bayou Drive Kayak Launch permit; Took pictures at Bayou Drive site, downloaded and emailed to Greg Williamson at MDAH

Contract Amount \$10,000.00
Previously billed - 3,000.00
\$ 5,000.00
-\$ 1,500.00

Balance of Contract \$ 3,500.00

2 months X \$750 = \$1,500

TOTAL CURRENT DUE:

\$ 1,500.00

Michele Moore

MICHELE MOORE

P.O. Box 1465 • Biloxi • MS• 39533 • 228/826-1909 • michele@pgms.ms • www.pgms.ms



# STATEMENT FOR SERVICES RENDERED

# CITY OF DIAMONDHEAD SMALL MUNICIPALITIES LIMITED POPULATION COUNTY GRANT (SMLPC) ACCESS ROAD

**OCTOBER 1, 2016** 

INVOICE NO. # 1012-SMLPC

# Administrative Services for Services from August 1-Sept 30, 2016 to include:

August 2016

Services include: Attended bid opening, gathered documentation of bid recommendation, bid tabulation sheet, sign-in sheet from engineer; Requested contractor clearance; Prepared for and attended the Pre-Construction Meeting and gathered documents for files afterwards to send to MDA;

#### September 2016

Prepared Award Notification along with all of the bid documents and mailed to MDA for their files. Visited site to take pictures and verify work was progressing on schedule; Review and Preparation of Request for Cash for Pay Application #1; Numerous emails and phone call with the contractor and engineer to gather necessary paperwork; trip to Diamondhead City Hall to file documents in the city files for monitoring purposes;

Contract amount:

Previously billed: -\$3,087.50

\$2,207.50

\$5,295.00

500.00

Balance of Contract \$1,707.50

2 X \$250.00 = \$500

TOTAL CURRENT DUE

\$ 500.00

Michele Moore

MICHELE MOORE



Agenda Item 2017-013

5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

October 10, 2016

Mayor and Council City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525

Dear Councilmembers:

RE: Purchase new police unit-appropriated in FY17 Budget (State Contract 8200028462)

Approval is hereby requested to purchase one (1) 2017 Ford Police Interceptor Utility vehicle from Gray-Daniels (State Contract #8200028462) in the amount of \$33,070.00. Funds for this purchase were allocated in the FY17 budget.

Thank you for your consideration and approval in this matter.

Sincerely,

CIOVIS ICCCU

City Manager

CR:jk



Agenda Item-2017-014

#### **Budget Amendment Request**

Fund Name:	: General			Date:	10/13/201	.6
Department #:	280			Budget Entry #:	2017-280-	1
Department Name:				Amendment #:	2017-280-	1
Requested by:	: Jeannie Klein					-
	Original Budget	Prior Amendmen	ts This	Amendment	Revise	d Budget
TOTAL REVENUE		\$		7	\$	
EXPENDITURES:			· · · · · · · · · · · · · · · · · · ·	-		
Personnel Services	3	\$ .	\$	-		
Supplies	-			1,200.00		1,200.00
Contractual Services	; <u> </u>					-
Grants/Subsidies/Allocations	s -		.	-		_
Debt Service		-	-	-		-
CAPITAL OUTLAY	1,200.00		-	(1,200.00)		
TOTAL EXPENDITURES		\$ .	\$	-	\$	1,200.00
REVENUE OVER/(UNDER)				-		
EXPENDITURES	\$ <u>(</u> 1,200.00	) \$	· \$		\$	(1,200.00)
OTHER FINANCING SOURCES A	ND USES:					
Transfers In from Other Funds	s \$ -	\$	\$	-	\$	- ]
<b>Transfers Out to Other Funds</b>	-		-	-		-
TOTAL ALL	\$ (1,200.00	) \$	\$	-	\$	(1,200.00)
Description	Reallocate expense fo	or hudgeted capital o	utlay to sun	olies EE&E for m	anning cal	oinats/racks
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§ 21-35-25. Revision of municipal budget

Any amendments made pursuant to this section to an originally adopted budget which exceed ten percent (10%) of the total amount appropriated or authorized to be expended in a particular department fund shall be published or posted within two (2) weeks of the action in a newspaper in the same manner as the final adopted budget. Separate amendments to an originally adopted budget during one fiscal year which affect a particular department fund shall be considered as one (1) amendment in determining whether the ten percent (10%) threshold requiring publication or posting has been reached. This publication or posted notice shall contain a description of the amendment, the amount of money and funds affected, and a detailed statement explaining the need and purpose of the amendment. The vote of each member of the municipality's governing authority on each amendment shall be included in the publication or posted notice.